



WHAT YOU NEED TO KNOW ABOUT THE UPDATED CIRCULATION POLICY GOING INTO EFFECT MARCH 1, 2015

Loan Guidelines

- There is a checkout limit of 50 total items per library card, and of that 10 may be DVDs.
- Patrons may place up to 20 holds per account.

Library Cards

- Library cards are issued free to residents of Farmers Branch, Addison, Carrollton, or a TexShare cardholder.
- Other Texas residents are eligible for a library card upon payment of an annual fee of \$200.00.
- Internet Guest Cards are available upon payment of an annual fee of \$25.00. Internet Guest Cards are valid for 1 year.

Fines & Fees

- Email reminders, for materials due, are a courtesy of the library. Patrons are obligated to return their materials on time, even in the event reminder notifications are not received.
- All cardholders are responsible for materials borrowed on their card. The Library may impose and collect fines for the infringement of the established rules and regulations and may suspend or revoke the borrowing of any book or other material by a cardholder who has failed or refused to pay any fine or to return any book or other material by the due date set by the Library.
- A library card becomes delinquent when the charges on his/her account reach \$30.00. Borrowing privileges are suspended until the total charges owed are less than \$30.00.

Overdue Fines & Fees (per Item):

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| • Books, Magazines, CDs: | \$.10 per day |
| • DVDs: | \$ 1.00 per day |
| • Replacement Library Card: | \$ 1.00 |
| • Processing fee for lost item: | \$ 5.00 |
| • Missing item: | Replacement cost as determined by the Library |

The circulation policy was approved by the Farmers Branch Library Advisory Board on January 8, 2015 and will be reviewed again on September 8, 2016. A full copy is available at the request of Library staff.